

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Consulate Merida	2. AGENCY State	3a. POSITION NO. 312805-97998201
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

**4. REASON FOR SUBMISSION**

- ☒ a. Reclassification of duties: This position replaces  
 Position No. 97998201 Security Escort Maintenance (Title) 0701 (Series) FSN-2 (Grade)
- ☐ b. New Position
- ☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/Merida	Security Escort Maintenance/Special Projects Coordinator	FSN-3	<i>CJH</i>	04/23/14
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Security Escort Maintenance/Special Projects Coordinator	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management	a. First Subdivision GSO
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b. Second Subdivision OBO-Overseas Building Operation	c. Third Subdivision Facilities Management Office
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9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

\_\_\_\_\_  
Typed Name and Signature of Employee      Date(mm-dd-yy)

\_\_\_\_\_  
Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

CJ Hernandez *CJ Hernandez* 04/23/2014  
 \_\_\_\_\_  
 Typed Name and Signature of American Supervisor      Date(mm-dd-yy)

CJ Hernandez *CJ Hernandez* 04/23/2014  
 \_\_\_\_\_  
 Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

The incumbent provides secure escort for maintenance and contract workers to restricted areas in and around the Consulate compound; under the direction of the Management Officer, closely monitors the activities of all workers; coordinates with relevant offices regarding the scheduling of escorted maintenance work and obtains the required clearances; maintains log of security escort activity and prepares reports. Incumbent carries out special projects for the Management section such as COLA and housing market surveys.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

**100% OF TIME**

1. Escort un-cleared maintenance and contract workers to and from jobsite into mission restricted areas and residences keep them under constant observation at all times.
2. Keep written logbook concerning any security/work irregularity or deviation and will promptly notify the Management Office and/or PSO office of documented irregularity of deviation.
3. Ensure that all escorted personnel are briefed on security regulations before any work begins.
4. Request, gather and follow-up on all necessary contractor/vendor documentation to obtain Consulate access authorization from RSO.
5. Provide additional escort duties as required, such as VIP visits, offsite locations, etc.

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education  
Completion of high school is required.
- b. Prior Work Experience  
One year of prior work experience in progressively responsible office management duties.
- c. Post Entry Training  
None
- d. Language Proficiency: List both English and host country language(s) by level and specialization.  
English Level III (Good working knowledge) speaking/reading required.
- e. Knowledge  
Must have general administrative/clerical experience, general market research experience, and strong communication (both written and oral) and interpersonal skills.
- f. Skills and Abilities  
Computer skills, i.e., Word and other commonly used programs are required. Ability to observe for long periods of time ensuring security of the Consulate. Flexibility in working extended hours, availability for weekend work; ability to stand without sitting for long periods of time. Willing to work outside in adverse weather conditions for long periods of time. Patience (escort duties require long watches with no interruptions). Incumbent must have ability to climb vertical and extension ladders as required. Ability to carry out market research on the local housing market and on consumer prices for household consumables and products. Ability to draft written reports. Must have a valid driver's license.

## 16. POSITION ELEMENTS

- a. Supervision Received  
The supervisor assigns general duties to be performed and instructs the incumbent on limitations and deadlines. Duties are performed independently within the framework of established procedures.
- b. Available Guidelines  
Guidelines include standing oral instructions, Foreign Affairs Manual, office policies, organization manuals, dictionaries & other similar guides.
- c. Exercise of Judgment  
Escort function: Requires the incumbent to stop the work in progress if any security abnormalities are observed.  
Special projects: Requires the incumbent to understand the consumer patterns and housing requirements of the Consulate U.S. Staff when researching the local market.
- d. Authority to Make Commitments  
None.
- e. Nature, Level and Purpose of Contacts  
Contacts with Mission employees at all levels, real estate property owners and brokers, consumer product business owners (restaurants, grocery stores, etc), and contractors being escorted. Contacts are for such as purposes as receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems and delivering completed work.
- f. Supervision Exercised  
None.
- g. Time Required to Perform Full Range of Duties after Entry into the Position : 3 months